



ESEA Consolidated Monitoring Document Submission Procedures

2021-22

Wisconsin Department of Public Instruction
Dr. Jill Underly,
State Superintendent Madison, Wisconsin

Overview of the ESEA Monitoring Google Site

The Wisconsin Department of Public Instruction (DPI) created a Google Site for each Local Educational Agency (LEA) being monitored. An LEA's Google Site homepage (see screen shot below) serves as a central location to view logistical information, helpful resources, and the 2021-22 monitoring requirements. It also provides access to the Google Drive Submission Folder where LEA staff will upload the corresponding documentation. The Google Drive will function as the central location for each LEA to both view the 2021-22 monitoring requirements and upload the corresponding required documentation into Google Drive.

Please Note: The Google Site contains the same requirements found in the [ESEA Monitoring Guidance Document](#).

The screenshot shows the homepage of the ESEA Monitoring Document Submission Google Site. The header features the Wisconsin Department of Public Instruction logo and the title "ESEA Monitoring Document Submission". A sidebar on the left lists navigation options: "ESEA Monitoring Document Submission", "How to upload documents", "Overview", "Consolidated Requirements", "Title I, Part A", "Title II, Part A—Teacher & Principal Training & Recruiting Fund", "Title III, Part A—English Language Acquisition", and "Title IV, Part A—Student Support and Academic Enrichment". A red box highlights the sidebar, with an annotation stating: "Each Title has its own section of requirements. Use the sidebar on the left to navigate between sections to view different requirements." A red arrow points from this annotation to the sidebar. Another red arrow points from a text box above to a link in the main content area: "Click on this link to access DPI's Shared Google Drive. The Shared Google Drive is where the LEA will upload all required documentation." This link is "Google Drive Submission Folder for Sample School District". The main content area includes a "Last day to submit documents:" field (TBD), a link to the "Monitoring Guidance Document", and a section for "Sample School District" with fields for "Virtual Monitoring Visit:", "Date:", "Time:", "Monitoring Website Assistance Contact:", "Monitoring Facilitator:", and "Monitoring Coordinator:". A red box highlights the "Monitoring Website Assistance Contact:" field (TBD) and the "Monitoring Coordinator:" field (Connie Shomberg, (608) 266-7283, constance.shomberg@dpi.wi.gov). A red arrow points from a text box to the "Monitoring Coordinator:" field: "Contact information for DPI staff who will work with your LEA." The footer contains the text: "Once your monitoring visit has been conducted, please share your impressions of the ESEA monitoring process."

The left sidebar on the homepage helps navigate to different pages in the Google Site. Each page mirrors the different sections of the ESEA Monitoring Guidance Document. Refer to the “**Uploading Required Documentation for ESEA Monitoring**” section for instructions on using the site to upload documentation. Only those requirements that pertain to the LEA will be listed on the LEAs Google Site.

documents

*Overview

Consolidated Requirements

01. Local Needs

02. Stakeholder Engagement

03. Professional Development

04. Private School Equitable Participation

05. English Learner Programs

06. Parent Notifications and Public Reporting

07. Family Engagement

08. Fiduciary

Requirement 1.3. Integration with Other Funds

Services funded with ESEA funds must be integrated and coordinated a

Sections 1114 (a)(1); 1115(b)(2)(F); 1423(a)(9); 2103(b)(2)(F); 3115(a); 411

1.3. Required Documentation

No documentation is required for this requirement. The LEA submitted

funds.

DPI staff will review WISEgrants to make sure the LEA has an approved LEA plan and submitted the grant application for each ESEA Title where the LEA receives

funding.

At the bottom of each subpage is an embedded link to a Google Drive folder that is shared between the LEA and the DPI. There is a folder for each requirement in that section (Requirements that do not require documentation to be submitted will not have a folder). Clicking on the folder will bring the LEA into a shared Google Drive, where they can upload the appropriate documentation and it will be reviewed by DPI.

Upload required documentation under the appropriate folder below:

TITLE

LAST MODIFIED

1.1. Needs Assessment

10:22 am Dakota Oltmans

The naming convention on the folders matches the requirement(s) listed in the ESEA Monitoring Guidance Document

DPI created a Google Drive folder for the required documentation for each LEA. If an LEA clicks on any of the folder icons in the Google Site, it will direct them to a shared Google Drive location. **Do not create any new folders. There is already an existing folder for each piece of required documentation.** There will not be folders for any requirements that don't require documentation to be submitted. The LEA will simply need to upload documentation into the correct folder.

Below: The left is a screenshot of Section 1 from the ESEA Monitoring Guidance Document. The right is a screenshot of the Google Drive folder structure, which matches the ESEA Monitoring Guidance Document.

ESEA Consolidated Requirements

Section 1 - Local Needs

Requirement 1.1. Needs Assessment

The LEA shall use student data, school data, educator data, and other indicators to review annually the progress of each school and identify needs.

LEA shall examine relevant data to understand students' and educators' most pressing needs, including the potential root causes of those needs given local context. Particular attention should be devoted to students who are failing or at risk of failing to meet the challenge of the college- and career-ready standards and any other factors as determined by the LEA.

Sections 1112(b)(1), 2103(b)(2)(D), 4106(d)

In order to have a successful needs assessment that is both needs-driven and context-specific, LEA should examine student, school, educator, and stakeholder data when identifying local needs:

Stakeholders	Student Data	School Data	Educator Data
Educators	Demographics	Resources	Effectiveness
Students	Achievement and Growth	Safety	Retention Rates
Families	Graduation Rates	Climate	Areas of Expertise and Shortages
Community			Job Satisfaction

My Drive > Collection Tool 20-21 ES... > 20-21 Temp

My Drive trash is changing. Starting October 13, items will be deleted forever after they've been in your trash for 30 days. [Learn more](#)

Name	Owner
1. Local Needs	me
3. Professional Development	me
4. Private School Equitable Participation	me
5. English Learner Programs	me
6. Parent Notifications and Public Reporti...	me
8. Fiduciary Requirements	me
9. Title I Schoolwide Programming	me
10. Title I Targeted Assistance School (T...	me

ESEA Consolidated Requirements

Section 1 - Local Needs

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Community			Job Satisfaction

My D... > Collection Tool 2... > 20-21 Templ... > 1

My Drive trash is changing. Starting October 13, items will be deleted forever after they've been in your trash for 30 days. [Learn more](#)

Name	Owner
1.1. Needs Assessment	me

Uploading Required Documentation for ESEA Monitoring

File types

DPI will accept Microsoft documents (including Word and PowerPoint presentations), PDF files, plain text files, and standard image types (jpeg, gif, png, tiff, etc.). Also acceptable are Google Docs, Google Sheets, or Google Slides. Google documents will be copied under DPI ownership when the folder is locked after the submission periods. This is to ensure that DPI is able to retain submitted documents in their original form for the required retention period.

If an LEA chooses to upload a different kind of file type, please contact ESEA Office Operations Associate Connie Shomberg at constance.shomberg@dpi.wi.gov to verify that DPI will be able to access the file. **Regardless of file type, please be sure to title all documents clearly to avoid confusion and simplify the review process.**

Exemption from Requirements

DPI customized the folders for each LEA. The LEA will only see folders for the sections the LEA is required to submit documentation. For example, if an LEA does not receive Title III funding, the collection folders for Title III related requirements would not appear. If an LEA believes that they do not need to submit documentation for a folder that is present in their Google Drive, they should upload a document with a brief explanation of why they should be exempt from that requirement.

For questions about uploading documents, please contact:

Connie Shomberg
Office Operations Associate
constance.shomberg@dpi.wi.gov
608-266-7283

Uploading Documentation

1. Identify the folder in the Google Site that corresponds to the piece of required documentation you are submitting and click on the folder.

Section 1 - Local Needs

Requirement 1.1. Needs Assessment

~~The LEA shall use student data, school data, educator data, and other indicators to review annually the progress of each school and identify needs.~~

Name ↑	Owner	Last modified by me	File size
1. Local Needs	me	12:09 PM	—
3. Professional Development	me	12:09 PM	—
4. Private School Equitable Participation	me	12:09 PM	—

Name ↑	Owner	Last modified by me	File size
1.1. Needs Assessment	me	12:22 PM	—

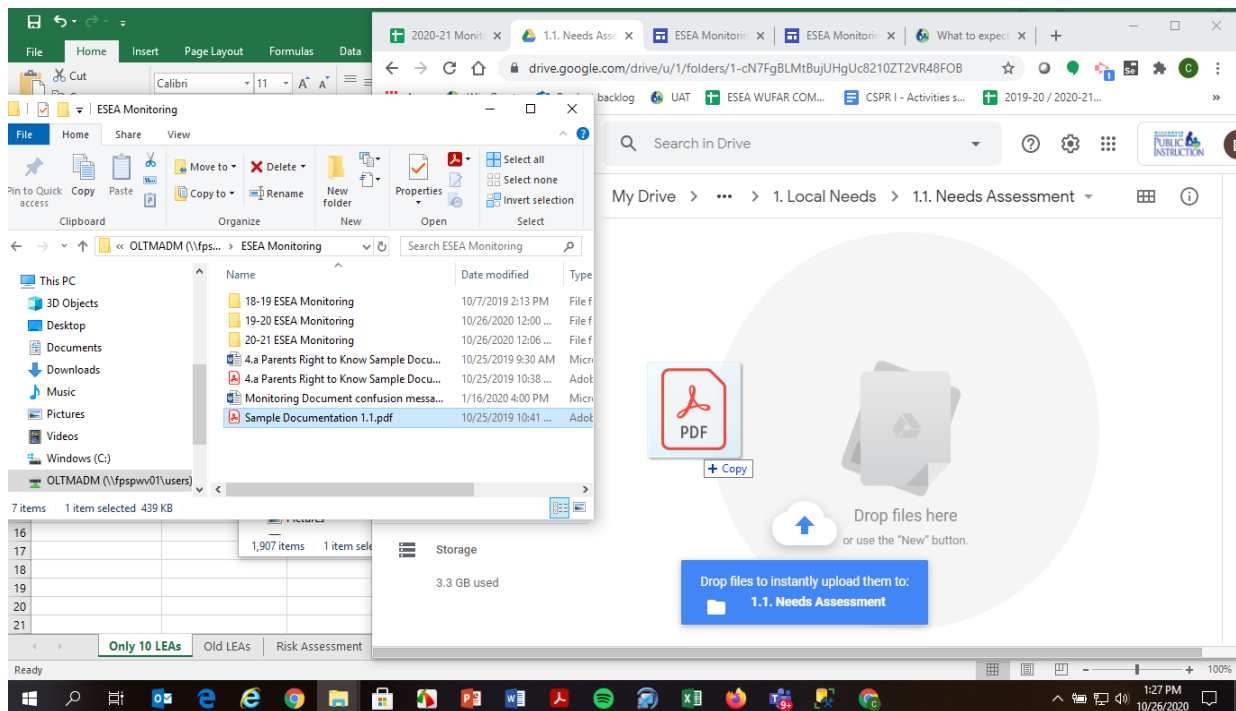
This will take you to the DPI's shared Google Drive location. The folder will be empty until you upload documents.

My Drive > ... > 1. Local Needs > 1.1. Needs Assessment

Files can be dragged directly from your computer into the Google Drop folder.

2. Once in the Google Drive folder, upload the appropriate files. The easiest way to upload files is to drag and drop the files directly from your computer into the Google Drive folder.

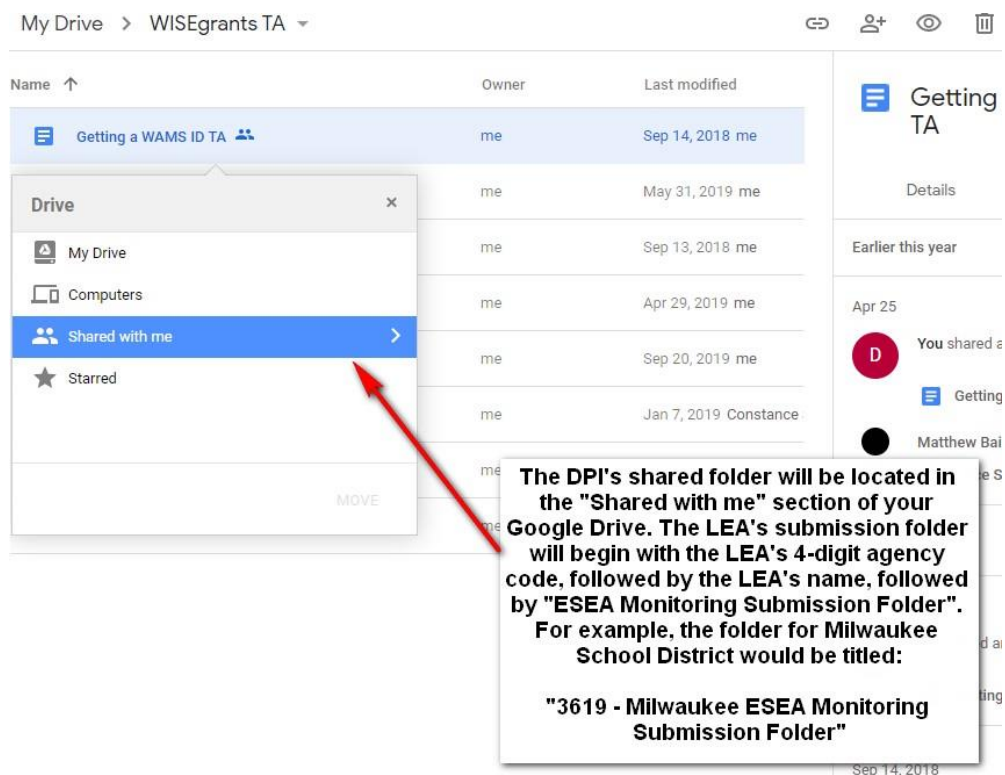
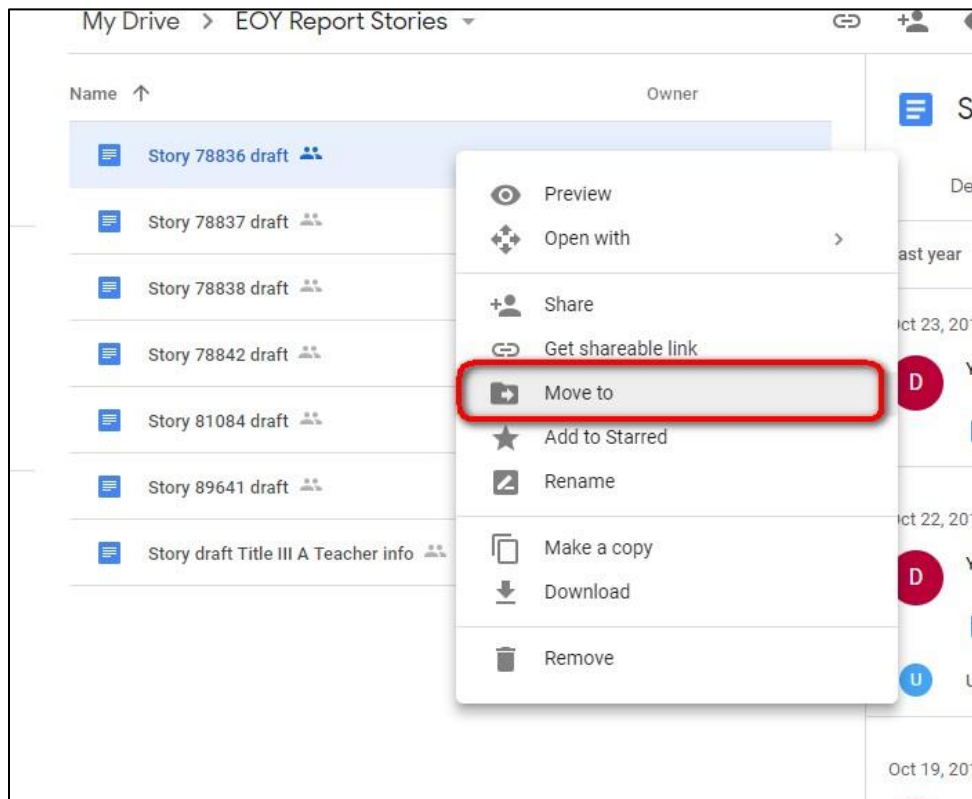
NOTE: If an individual document applies to more than one requirement, upload the document under each relevant requirement.



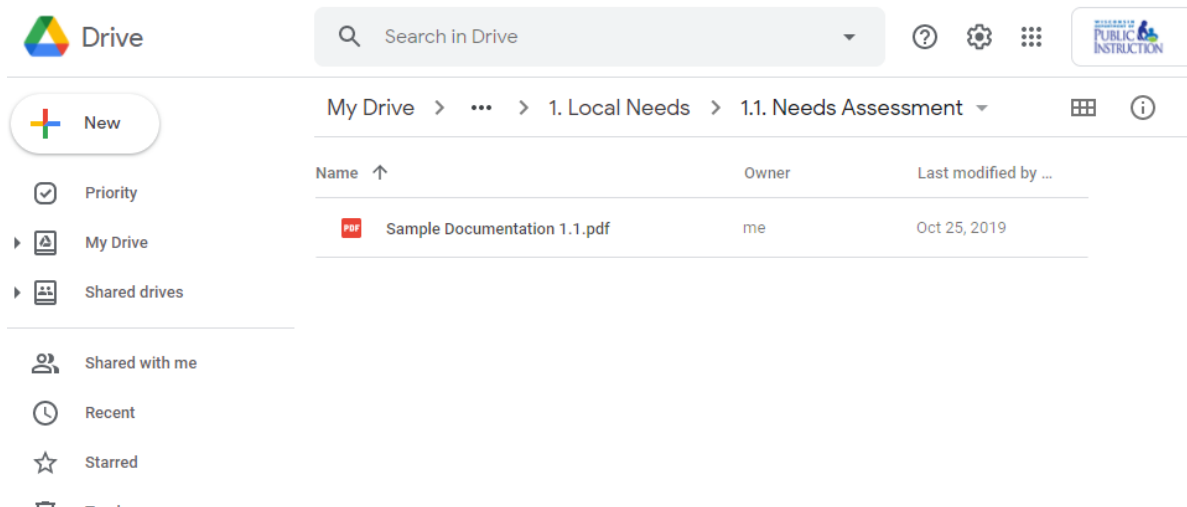
If your LEA team is storing files in a separate Google Drive folder, you can also use Drive's "Move to" function to move the files into the DPI's shared Google Drive location.

Please note that this will move the file out of the original folder. To maintain the file in the original folder, make a copy of the file prior to using the "Move to" option.

Note: Depending on the sharing settings of the file in question (i.e. if you are operating in a shared folder and are not the document owner), you may not see the "Move to" option. By right clicking the file you wish to move and selecting "Make a Copy", you can duplicate the original file. You will then be the owner of the copied file and should be able to move it into the appropriate location.



Once the file is uploaded into the shared folder it can be viewed by both the LEA and DPI. Once **all** required documentation is uploaded into the correct folders, document submission is complete!



The LEA will have until five weeks prior to the on-site monitoring visit to add, remove, and edit the files in the shared folders. Once this date has passed, DPI staff will lock the folders, limiting LEA access to view-only.

Note: Many LEA staff may have Google Drives that are extremely full and cluttered with documents. To easily locate the Monitoring Google Site in your Drive, simply type “ESEA Monitoring Collection Tool” into the search bar at the top. To easily locate the Shared DPI Folder, simply search “ESEA Monitoring Submission Folder.”

